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INTRODUCTION

Purpose

This section addresses miscellaneous records and processes that do not adequately integrate within existing sections or would result in redundancy of information within the User's Manual. The purposes of Section 15 are:

- ! To provide a structured document to be used for processing within stated records.
- ! To provide concepts for processing within stated records.
- ! To provide procedures for processing within stated records.
- ! To provide data entry instruction by screen for processing within stated records.
- ! To provide documentation and instruction for processing of as required reports within stated records.

All of the basic information required for processing within stated records as contained within this section.

Structure

This section is comprised of a minimum of 4 chapters. Chapter 1 addresses Concepts, Chapter 2 addresses procedures, Chapter 4 addresses the documents (screens), and Chapter 6 addresses any applicable as required reports and processing procedures. Each chapter will contain a table of contents for that chapter for ease of reference and location of desired information.